

# STATE OF MONTANA

## SAMPLE JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Human Resources Specialist (Recruiter level 1)

**Position Number:** 541-95333 (Butte) 541-90058 (Missoula)

**Job Code:** 131775

**Department:** Human Resources and Occupational Safety

**Division and Bureau:** HROS Division, Human Resource Bureau

**Section and Unit:** Recruitment and Selection **Location:** Missoula and Butte District Offices

### **Job Overview:**

This job provides administrative and recruitment support for the Human Resources Generalists' in the Missoula and Butte Districts during the winter maintenance hiring season. The incumbent will report directly to the Human Resources Generalists and assist in all areas of recruitment and selection and will be given other office duties in office administration. This position must provide clear communication, quick response time, and accurate information, is essential in helping to hire temporary maintenance workers, while also assisting with other Human Resource functions.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Recruitment Support:**

- Responsible for: recruitment and selection activities ensuring all are in compliance with department, state and federal requirements, as well as specific union language from multiple union contracts with differing requirements; providing technical assistance to the HR Generalist and selection committees on the most effective methods of recruitment and skill sourcing. Answers applicant questions regarding the recruitment process, including the online employment process. Posts positions online. Meets with hiring panels to screens applications to ensure the applicants meet the minimum qualifications necessary to advance in the hiring process. Communicates directly with applicants and hiring committees to coordinate and schedule testing and interviews, is familiar with SOMRS and can advance applicants through the online recruiting system, coordinates and oversees testing and interviews, and conducts DOT post-offer checks, motor vehicle record checks and reference checks.

#### **Office Administration:**

- Provides: administrative support to the HR Generalist using office software tools; assists with tracking rehires and seasonal employees, updates spreadsheets, drafts and sends communication to previous employees regarding employment eligibility, and coordinates and schedules onboarding.

#### Other Duties as Assigned:

- Assists with HRAFs, records retention, career ladders, compiles recruitment and selection files and other special projects as assigned by the Human Resources Generalist.

#### **KNOWLEDGE**

The position will be required to read the policies and procedures with regards to the Human Resources Division to include:

Recruitment and Selection Policy, Union Contracts, Records Retention policy. Will be required to read and have knowledge of specific state policies, and union contracts. Work with the Generalist daily to ensure organized with the day to day work.

Requires basic knowledge of the principles and practices of Human Resource Management and Public Administration. This includes knowledge of state and federal employment laws; labor relations; laws and rules governing labor-management relations; contract negotiation techniques; personnel information systems; and the needs and business operations of the MDT. This knowledge could have been attained in related college courses &/or experience.

The position requires the ability to work with diverse groups of employees and varying levels of performance, individual differences in ability, personality, and interests; learning and motivation; and assessment.

The position requires knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. The position requires knowledge of the principles and practices of public relations and business communications, and technical writing methods and techniques.

#### **SKILLS**

Skill in the operation of a personal computer and business software applications (word processing, spreadsheets, databases, etc.); the operation of general office equipment.

#### **ABILITIES**

Ability to establish and maintain effective working relationships and credibility; to communicate effectively orally and in writing; to research, gather and analyze facts and circumstances and draw sound conclusions; to use discretion and judgment in handling confidential and sensitive information; to plan, organize, and gather information; and common sense approach to solving problems.

#### **Supervision:**

The number of employees supervised is: 0

#### **Physical and Environmental Demands**

The following mental and physical demands are associated with these essential functions:

- Light lifting (less than 10 lbs.)

- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel to facilitate hiring in other locations within the District
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Ability to multi-task
- Accuracy in all aspects of work
- Ability to meet inflexible deadlines

### **Minimum Qualifications (Education and Experience):**

*List the required education and experience for the first day of work, including alternative methods of acquiring minimum qualifications*

Must be a current student pursuing a four-year degree in Business, Communications, Public Administration, Human Resources or related field and affiliated with an accredited college or university.

Student must have successfully completed related business classes, training related courses and/or have experience in human resources; this position will be working with the public which requires excellent customer service skills; must be organized, skilled in computers such as Excel, Word, PowerPoint, and web based interactive programs such as State of Montana online employment applications.

### ***Special Requirements:***

*List the required education and experience for the first day of work, including alternative methods of acquiring minimum qualifications*

- ☐ Fingerprint check
- ☐ Background check
- ☒ Valid driver's license

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

### **Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title:** Human Resources Specialist (Recruiter level 1)

**Position number;** 541-95333 (Butte) 541-90058 (Missoula)

**Job Code Number: 131775**

**Pay Band: 5**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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